

EXAMINATION ANNOUNCEMENT



CALIFORNIA HOUSING FINANCE AGENCY
California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MANAGEMENT SERVICES TECHNICIAN
Departmental Promotional Exam

Who Should Apply

Competition is limited to State employees. Applicants must have a permanent civil service appointment with the California Housing Finance Agency as of **March 14, 2003**, the final filing date, to take this examination.

How to Apply

Examination Applications (STD 678) are available and may be filed in person or by mail with the:

Exam Analyst
California Housing Finance Agency
1121 L Street, 7th Floor
Sacramento, CA 95814

Applications are also available and may be filed out on line at State Personnel Board’s website at www.spb.ca.gov. **Do Not** submit your application to the State Personnel Board.

Note: All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information.

Final Filing Date

March 14, 2003, is the final filing date. Completed applications (Form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.

Note: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination process.

Monthly Salary Range

\$2220 - 3049

Qualifications Appraisal

It is anticipated that interviews will be held in April /May 2003, in Sacramento.

Position Description and Location

Management Services Technicians work as learners under close supervision in one of the staff services disciplines performing semi-professional duties. Typical duties at the Range A level may include: gathering and analyzing information for use in technical equipment and material contracts; preparing less difficult technical, personnel, budgeting, auditing or related reports; taking corrective action on balance reports; and researching and analyzing information for use in investigations.

Examination Information

The examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

In addition to the qualifications appraisal interview, competitors will be required to complete an employee self-evaluation report designed to explore education and experience related to the Management Services Technician classification. The self-evaluation report will be sent to all persons who meet the requirements for admittance to the examination. Reports will include supervisor’s evaluation which will be discussed with candidates prior to the interview. The self-appraisal reports will be for the use of the interview panel.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

Competitors who do not appear for the qualifications appraisal interview will be disqualified.

Requirements for Admittance to the Examination

Note: All applicants must meet the education and/or experience requirements for this exam by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “Or” II, “Or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an exam as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of a Management Services Assistant. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must complete one year of this experience before they can be eligible for appointment.)

- SEE REVERSE SIDE FOR ADDITIONAL INFORMATION *

	<div>Or II</div> <div>One year of experience in California state service performing duties at a level of responsibility equivalent to that of Office Assistant (General), Range B</div> <div>Or III</div> <div>60 semester or 90 quarter units of college.</div>
Scope	<div>In addition to evaluating the competitor’s relative abilities as demonstrated by qualify and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor’s:</div> <div>Knowledge of:</div> <div><div><div>Arithmetic, spelling, grammar, punctuation, and modern English usage.</div></div></div> <div>Ability to:</div> <div><div><div>Learn rapidly;</div><div>Follow directions;</div><div>Communicate effectively with staff and those contacted in the work place;</div><div>Use good work habits such as punctuality, skill, neatness and dependability;</div><div>Make satisfactory progress in a prescribed training program;</div><div>Interpret written material;</div><div>Write effectively;</div><div>Analyze written and numerical data accurately;</div><div>Make clear, concise oral presentations.</div></div></div>
Special Personal Characteristics	A demonstrated interest in and aptitude for work in one of the staff services or related disciplines, and the capacity for professional development.
Desirable Qualifications	Experience and/or education applied toward Pattern I and II which has developed verbal, analytical, numerical, and/or writing skills is preferable.
Eligible List	The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
Veterans Preference and Career Credits	Credits are not granted in promotional exams.

GENERAL INFORMATION

It is the candidate's responsibility to contact the **CHFA - Exam Analyst (916) 324-4945** three days prior to the written last date if he/she has not received his/her notice.

For an exam without a written feature it's the candidate's responsibility to contact the **CHFA- Exam Analyst (916) 324-4945** three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

Applications are available from the State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in **open** entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open non-promotional** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. If you established your veteran's eligibility with the State Personnel Board before August 21, 1994, you must **reapply**. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference points are on the veteran preference application form (Form 1093), which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in or are graduates of the California Conservation Corps (eligibility shall expire 25 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the exam. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application for STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing-impaired. From TDD phones: 800-735-2929. From voice phones: 800-735-2922.